

SPECIAL EVENT PERMIT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: To apply for a Special Event Permit, complete this form and read the Special Event Permit Terms and Conditions attached. Submit an original and 2 copies of completed forms (an original and 3 copies for hazardous events), all with original signatures, any supplemental documents (see No. 4 below), and a check or money order to cover the required filing fee to the District office of the park unit where the event will be held.

APPLICANT/ORGANIZATION

ADDRESS

CITY/STATE/ZIP CODE

CONTACT PERSON

BUSINESS PHONE

HOME PHONE

PARK UNIT

San Clemente State Park

LOCATION

Calafia Street San Clemente CA, 92672

SPECIFIC USE

Day and Evening Use

DATE(S)

HOURS

1. PURPOSE OF THE EVENT:

2. PARK AREA/FACILITIES TO BE USED:

Historic Cottage- Out door Patio facility

3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT AT ONE TIME AND METHOD FOR LIMITING ATTENDANCE (THE STATE MAY LIMIT THE MAXIMUM ATTENDANCE WITHIN ITS DISCRETION):

4. PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES NO

☐☐

Does the event involve the sale or use of alcoholic beverages?

☐☐

Will additional fees be charged for participants (beyond regular facility fees)?

☐☐

Will items or services be sold at the event?

☐☐

Are there any other special conditions or requirements? (e.g., accessibility - see page 2)

If you answered yes to any of the above questions or if liability insurance is required (see Special Event Permit Terms and Conditions), please complete and attach a DPR 246A, Special Event Permit Supplement. If none of the above conditions apply, please complete the signature block below.

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE

DATE

FOR DEPARTMENT COMPLETION ONLY

Department of General Services
Use Only

TOTAL PERMIT FEES

COMMENTS

REVIEWED AND RECOMMENDED BY

DATE

TITLE

Special Event Coordinator-Orange Coast

BUSINESS PHONE

(949)366-8589

ADDRESS

3030 Ave. Del Presidente

CITY/STATE/ZIP CODE

San Clemente, CA 92672

APPROVED BY

DATE

TITLE

Superintendent

BUSINESS PHONE

(949)492-0802

ADDRESS

3030 Ave. Del Presidente

CITY/STATE/ZIP CODE

San Clemente, CA 92672

DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only)

DATE

FOR DEPARTMENT COMPLETION ONLY

SPECIAL CONDITIONS REQUIRED OF THE PERMITTEE BY THE DEPARTMENT OF PARKS AND RECREATION:

Have accessibility issues been addressed? ☒ YES ☐ NO

EXCEPTIONS TO SERVICES PROVIDED BY THE STATE AS LISTED IN SPECIAL EVENT PERMIT AND CONDITIONS:

THE ITEMS CHECKED BELOW MUST BE RECEIVED AT THE DISTRICT PRIOR TO THE EVENT UNLESS OTHERWISE STATED.

- ☐ \$ _____ Permit
- ☐ \$ _____ Damage Deposit
- ☐ Proof of liability insurance coverage (Certificate of Insurance) in an amount not less than the following:
- ☐ Combined single limit (CSL) \$500,000 per occurrence (must be received at least 60 days in advance of event)
 - ☐ Combined single limit (CSL) \$1,000,000 per occurrence (must be received at least 60 days in advance of event)
 - ☐ Public liability \$300,000 each person; \$500,000 each occurrence. Property damage, liability and products damage liability \$200,000.
- ☐ Copy of license to sell alcoholic beverages from the California Department of Alcohol and Beverage Control (must be received at least 10 days in advance of event)

☐ YES ☐ NO WALK THROUGH CONDUCTED WITH PERMITTEE.

COMMENTS:

SPECIAL EVENT PERMIT SUPPLEMENT

DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: Complete the information requested below then submit this form with your DPR 246, Special Event Permit.

1. List of fees and charges to participants attending the event. (This is in addition to regular-park facility fees)

2. Plan and method for collecting special fees.

3. Estimated gross receipts and net profits to the permittee.

4. Guaranteed minimum fees and/or percentage of the gross income to be paid to the State as rent.

SATURDAY OR SUNDAY= \$2,000.00

WEEKDAY= \$250.00/HR X HRS.=

5. Method of garbage collection and disposal.

*UNLESS OTHERWISE ARRANGED, IT IS THE CATERER'S RESPONSIBILITY TO CLEAN UP AND BAG ALL TRASH.

*IT IS THE PERMITTEES RESPONSIBILITY TO ARRANGE THIS WITH THE CATERER.

*IT IS OK TO USE THE STATE DUMPSTERS LOCATED IN THE MAINTANENCE YARD

6. List of items to be sold during the event.

7. Method of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The State reserves the right to review and approve all promotional material to protect the interest of the Department.

8. Detailed description of the program to be presented and the displays and concession booths to be installed. (Prepare attachment if additional space is required.)

9. List of all the organizations involved whether sponsors, recipients or promotional firms. Commercial sponsors must specifically be listed.

SPECIAL EVENT ACCESSIBILITY CHECKLIST

1. If the expected attendance is a thousand or more, have ASL interpreters been hired to be present during programs or activities?
2. If providing additional toilet facilities, such as portable toilets, have additional (20% plus one) accessible toilet facilities been provided?
3. Are wheelchair seating spaces, with companion seating, provided in assembly areas?

Seating Capacity

1 - 50
51 - 300
301 - 500
over 500

Wheelchair Seating Space

2
4
6
Add 1 per 100

4. Are individual wheelchair seating spaces at least 30" wide and 60" in length?
5. If the seating capacity is more than 300, are the wheelchair seating areas in more than one location?
6. If providing additional parking spaces, has the number of accessible parking spaces been increased?

Total Number Of Parking Spaces

1 - 25
26 - 50
51 - 75
76 - 100
101 - 150
151 - 200
201 - 300
301 - 400
401 - 500
501 - 1000

Minimum Number Of Accessible Parking Spaces Required

1 Van Accessible Space
2 Including One Van Accessible Space
3 Including One Van Accessible Space
4 Including One Van Accessible Space
5 Including One Van Accessible Space
6 Including One Van Accessible Space
7 Including One Van Accessible Space
8 Including One Van Accessible Space
9 Including One Van Accessible Space
2%, Including Three Van Accessible Spaces

7. For outdoor events, has an adequate number of shaded seating areas been provided?
8. Are "visiting" exhibits physically accessible?
9. Are stages and their path(s) of travel accessible?
10. Does advertising include a phone number for persons requesting special accommodation?

SPECIAL EVENT PERMIT TERMS AND CONDITIONS

Special Event Permits, when approved, shall be issued subject to the following provisions:

1. All activities and arrangements for advance preparations within the above named unit, shall be at the direction of the District Superintendent or authorized representative.
 2. Rules and regulations of the Department of Parks and Recreation unless specifically exempted or otherwise noted shall be observed by the permittee, employees, agents, or contractors.
 3. The only special activities granted permittee herein are those which are listed in writing on the permit.
 4. No structures or sets may be constructed unless specifically provided for and described in writing, no digging or excavation is permitted, and no shrubbery or trees are to be cut, trimmed or injured. No additions, alterations, modification, or decorations may be affixed to any Department of Parks and Recreation facility without specific written approval of the District Superintendent.
 5. Fires will not be permitted except upon the specific written approval of the District Superintendent and under specific direction.
 6. Vehicles under the authority of the permittee will be parked in areas designated by the District Superintendent.
 7. Permittee will control all traffic and vehicles associated with the event as directed by the District Superintendent.
 8. Permittee will maintain the permitted area in a clean and sanitary condition and will restore the area to the condition in which it was received to the satisfaction of the State.
 9. Permittee will repair or be billed at the discretion of the State any and all damage to the park unit or any State property which was a result of permittee's activities. State will be the sole judge of the extent of damage and the extent of repairs required to remedy the damage. All repairs will be performed to the satisfaction of the State.
 10. The State may require at its discretion, the following special conditions:
 - a) Fire control measures and additional fire fighting equipment to be furnished by permittee as required by the District Superintendent.
 - b) First-aid service to be supplied by permittee, including ambulance service, doctors or nurses.
 - c) Additional police protection and/or traffic control personnel. Policing of the event will be provided by permittee and at own expense.
 - d) Parking arrangements required for permittee's operating personnel.
 - e) Additional sanitary facilities as required by the District Superintendent. Sanitary facilities over and above those furnished by State may be provided by permittee and at own expense.
- The permittee will be charged a fee based on the number of hours and job classification of State personnel required to meet any special condition.
- All special conditions and associated fees will be listed on the permit.
11. Unless otherwise specified on the Special Event Permit, the State agrees to provide the following services, if available or appropriate.
 - a) Maintain public restrooms.
 - b) Provide fresh water.
 - c) Provide electricity.
 - d) Provide garbage cans and remove refuse.
 - e) Clean all areas prior to occupancy by permittee.

12. The interest of permittee created by this agreement may be subject to property taxation. Permittee agrees to pay any possessory interest tax or any other tax levied on such interest and to indemnify the State from any damage or loss arising, by reason of such tax or Revenue Taxation Code Section 107.6.
13. Permittee may be charged a permit fee in addition to normal park fees, based on costs incurred by the State, size and scope of the event, and prevailing fees for commercial facilities in the locality.
14. Depending on circumstances and probability of occurrence, permittee may be charged a damage deposit as determined by the District Superintendent. Costs for damage repair and any fines or penalties for noncompliance with permit conditions will be deducted from this deposit. The District Superintendent shall determine if all or only a portion of the deposit is refundable.
15. The District Superintendent may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public for the protection of resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. In addition, any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.
16. It is an express condition of this permit that the State, its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the State, its officers, agents and employees from all liabilities charges, expenses (including counsel fees) and costs on account of or by reason of any such deaths, injury, liabilities, claims, suits, or losses however occurring or damage growing out of same.
17. For events having greater potential hazard or liability to the State than is incurred through typical daily park activities, permittee will be required to provide the District Superintendent with a certificate of insurance with required endorsements as proof of liability insurance coverage. The policy will cover the period of the permit and will be in an amount no less than one of the following as determined by the District Superintendent:
 - Public Liability \$300,000 each person, \$500,000 each occurrence. Property Damage Liability and Products Damage Liability \$200,000; OR
 - Combined single limit (CSL) \$500,000 per occurrence; OR
 - Combined single limit (CSL) \$1,000,000 per occurrence.

Insurance policies shall be underwritten to the satisfaction of the State and shall contain the following special endorsement:

State of California, its officers, employees, and servants are included as additional insured but only insofar as operations under this contract or permit are concerned;

The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to State.

This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the entire term of the permit.

18. Contacts relating to the insurance policy and payment of fee and in regard to the permit generally may be made through the District Superintendent.

Check List

Please initial each entry on this list to acknowledge you have reviewed and agree to all guidelines for permitting an event at the San Clemente Historic Cottage.

_____ I agree to the dates listed on this page and am sending the signed Special Event form (DPR 246), this checklist, and a non-refundable deposit for \$500 or \$150.00 for a weekday rental (**A cashiers check or money order made out to the "State of CA".**)
(Please keep packet)

_____ I have read the "Guidelines for the Historic San Clemente Cottage."

_____ I have read the "Locations."

_____ I have read about the offered "Facilities."

_____ I have read the regulations for the "Party Rental Companies."

_____ I have read the regulations for the "Caterer."

_____ I have read the regulations for "Parking and Shuttle Vans" and understand that we must utilize carpooling to the maximum extent possible, as well as, arrange for off site pickup locations for guests arriving by shuttle van.

_____ I have read about the "Insurance Requirements."

_____ I have read all the "Miscellaneous Items."

X

Name

X

Today's Date

X

Date of Special Event

Guidelines for the Historic Cottage at San Clemente State Park

Thank you for your recent inquiry regarding holding a special event at the Historic Cottage at San Clemente State Park. California State Parks is happy to make the use of this facility available for your private function. Our primary objective at this unit is the interpretation to the public of a unique architecture, as well as the lifestyle and time period that makes this 1930's, C.C.C. constructed Cottage a prized example of its era. Our policies reflect our concern to ensure the integrity of this valuable resource so that all who visit in years to come will enjoy the history that it represents. To avoid any incongruous activity, please read the following terms and conditions carefully.

Availability

Year round (except holidays): 2pm to 10pm

The cottage **may be** available for events on Saturday and Sunday during the peak visitation season: (Memorial Day through Labor Day). Alternative parking may be available.

The party rental company and caterer may arrive no earlier than 1 pm. Weekend day use visitation is quite heavy and the space available in the parking area is limited. You should allow a minimum of 2-3 hours to set-up. Outdoor setup may begin at 1:00pm. Your guests may arrive anywhere from 3pm to 9pm. This allows the caterer and rental company only one hour to clean up. (Quiet hour for the adjacent San Clemente Campground begins at 10 PM.) Final inspection by the monitor begins at 9:30 PM and the premises must be entirely vacated by no later than 10:00 PM. Park staff will be on premises no later than 11:00 pm to take down tables and chairs.

Public Visitors

As the permittee, you **Do Not** have exclusive use of the State Park. However, one responsibility of the State Monitor assigned to your event is to ask the public to respect your privacy. We will allow the public on the property during the set-up of your event, while concurrently assuring that they do not interfere. (Many couples who are planning marriages on the property love to come by to see how you have chosen to set up your party.)

Fees

Saturday and Sunday: \$2,300.00 (includes parking up to 50 cars)

To reserve the site a \$500.00 non-refundable deposit is required

Weekdays: \$250.00 per hour

To reserve the site a \$150.00 nonrefundable deposit is required.

Alcohol Permits: \$150.00 each event where alcoholic beverages are being served, (but not sold,) requires an Alcoholic Beverage Permit.

Monitor: \$50.00 per hour. It is required to have a monitor on the grounds from the time the historic cottage is unlocked (min.of 4 hours) until one hour after the end of the event.

Insurance Policy: cost is dependent on insurance carrier

Parking: Any vehicle over the 50 allotted cars will be charged \$10. On weekdays, a prepaid plan of \$300 for 50 cars is available.

Monitor

All Historic Cottage events require the presence of a uniformed State Park Monitor. This Monitor is present to ensure the integrity of the Historic Cottage and to enforce all terms and conditions of the permit. The Monitor will be present when the facility is unlocked. They will set up tables, chairs and umbrellas. Once the furniture is set up it is the responsibility of the caterer/ client to move them. The monitor will also coordinate with the caterers, party rentals, shuttle company (if any) and continually check the premises for overall cleanliness. In addition, these State Parks employees are available to interpret basic facts of the Historic Cottage. Primarily, the Monitor is on site to ensure your event is a success. All requests for last minute changes to the terms and conditions of the permit must first be addressed to this employee.

Location

All events at the Historic San Clemente Cottage are *exterior*. The interior of the cottage will remain closed during special events unless prior arrangements have been made with the park coordinator.

The classic adobe walls embrace a spacious, tiled courtyard. This enclosure features an excellent vantage point from which to view the ocean and the frequently spectacular sunsets for which this portion of the South Orange County coastline is noted. The cottage overlooks the geologically significant San Clemente Bluffs area. Feel free to ask the attending State Parks Monitor any questions you might have about any historic or natural features found in San Clemente State Park.

The courtyard gets sunshine throughout the day and cools off around 4 PM. The prevailing afternoon winds are predominantly westerly and are usually gentle, although may approach 12-14 knots at times.

- Electrical outlets are found around the perimeter of the courtyard, 20 amps maximum.
- Flower petals tossed by the flower girl **MUST** be light in color and cleaned up immediately. We try to prevent petal stains on the tiles.
- Flower pots brought in by the permittee may be placed on the flat portions of the walls provided they are padded.
- Flowerpots and other movable objects which are a part of the permanent display around the perimeter of the cottage may not be moved.
- We do not allow any items tied onto the trees or any other shrubbery or foliage, with the exception of floral garlands which may wind along the *lower* limbs of the tree. No open flame candles, lamps or lights are allowed in any of the *trees* or *shrubbery*. Candles on reception food service tables are allowed.
- Tiki torches or other flammable luminaries are restricted. Please indicate on the Special Event permit if you intend to use any such lighting device. The event Monitor will supervise the placement of these devices.
- Games with balls are not allowed in any areas of the Historic Cottage.
- Archways must be self standing.
- Use of the courtyard fireplace is allowed. Duraflame type logs works best.
- State Parks are happy to provide the tables and chairs required for your event. The Event Monitor will inspect them for cleanliness during breakdown. Please help us in keeping these commodities clean so that future guests may continue to enjoy the privilege. **There are 15 round 72" tables, 3 large rectangle tables (96"x30"), 150 chairs and 8 umbrellas with bases.**

Facilities

- The grounds offer beautiful gardens, trees and lawns. The walled courtyard is the sole venue for all events at the Cottage.
- As mentioned, all parties are held OUTSIDE in the courtyard. The interior of the Cottage will remain closed during special events.
- The maximum number of guests allowed is 150. (This does not include staff hired by the permittee.)
- The restroom building available to your guests is located adjacent to the parking area, approximately 50 yards distant from the front of the Cottage. Handicapped accessibility is provided. The restroom adjoining the Bride's Room, located in the garage, will also be available for the use of your guests. The Monitor will periodically check this facility for cleanliness and restock paper supplies. *It is the responsibility of the Permittee to assure that this facility is kept clean. To this end, the Permittee should designate a representative with whom the Monitor will coordinate to assure that sanitary conditions are maintained during the event.* The identity of this representative will be agreed on and confirmed at the time of the final walk through. Should this restroom facility become inoperable, please notify the Monitor.
- The grounds provide lighting along the walkways and around the perimeter of the courtyard. These are low, Malibu style lights which are situated in the planter areas. Events held after sunset hours will need to provide their own overhead lighting, if required.
- Music: We do not allow bands. DJ's may be allowed but there are noise restrictions and will be enforced by the Monitor. Amplified music *may be* allowed under the discretion of the Ranger or monitor on duty. Acoustic music is highly recommended.
- Alcohol is allowed on the property with a permit. Alcohol may be served but, not sold. We strictly enforce all California alcoholic beverage laws. Servers of alcohol will be responsible NOT to serve guests under the age of 21 years. To ensure the safety of the guests, the State reserves the right to shut down the bar in the event of excessive intoxication if the bartender has not already done so.

Brides Dressing Room

This room is located in the garage of the Historic Cottage which is located directly to the rear and adjacent to the courtyard. It is available when the building is unlocked.

- Maximum of 10 attendants or family members in this restricted area.
- No food or beverages, except water. (Caterer may set up a food plate on the patio.)
- Electrical outlets are available.
- Security of personal items: Once the bride leaves for her ceremony, the event Monitor will lock the door. The attendants will no longer be able to access this room. The room will only be opened again for the bride or her designated representative.

Party Rental Companies

Any party rental equipment to be used shall be brought in on the day of the event. The rental company provides kitchen facilities for the caterer, additional chairs and tables (if any extra are required beyond those provided by State Parks), dance floors, heaters, lights, additional trashcans, ashtrays and almost anything requested by the permittee. Please adhere to the following regulations:

Saturdays, Sundays and weekdays-An arrival time will be established on the final walk through appointment with the state reservationist. The earliest any vendor or service provider can arrive is 1pm. If your arrival time is scheduled for 1pm and you come at 10 AM, **you will be asked to wait off the property and to return at your scheduled time.** All rentals must be off the property by no later than 10:00 PM.

Staff-The permittee has agreed in contract with the State that they will adhere to the event times. The State requires the rental company to provide the permittee with enough staff to set up and clean up within the appropriate time frame. A minimum of 5-6 rental staff persons will be required to set up and take out the rentals. The Party Rental Company will be charged for State Park personnel that are kept on the property beyond the event time limits. As mentioned above, **all rentals must be off the property no later than 10:00 PM.** State personnel (monitors) bill out at \$50.00 per hour. Any company with rentals still on the property 1 hour after the stated departure time will be required to *leave* any items remaining and return in the morning by 8 AM. An additional 4 hours of staff time will be charged. State Parks will not be liable for any equipment left on the property.

Parking-Parking of all vehicles is in the main parking lot. Only drop off is allowed behind the facility. Parking along the red curb is prohibited.

Equipment-The caterer's area is usually the first to be set up. If the caterer opts to set up plastic or astro turf covering for the food service area of the tiled patio, please remember that no tape is permitted. During set up, it is required by State Fire Marshal's regulations that a fire access lane be maintained at all times. Please ask the State Park Monitor for any direction you may require to that end. Please arrange all rentals so as to assure that they do not fall into the garden areas.

Lights-The State has provided walkway and planter lighting only. It will be necessary to light your reception area. Pole lights are popular on the property because each pole usually offers three lights. Electrical outlets are located around the perimeter of the patio. Each outlet provides a maximum of 20 amps. In general, 7-10 pole lights can be hooked into the same 20 amp system. Any extension cords crossing walkways need to be secured with a *mat* to prevent a tripping hazard. We do not allow twinkle lights or lanterns in any of the trees. All lighting needs to be self-standing and placed in a safe area to be prevent damage to the building and gardens.

Party Rental Companies (cont.)

Generators-These may be used for any purpose other than for the amplification of sound and music. If a generator is deemed necessary for the event, please assure that it is placed on plywood and that it is situated outside the patio area, (preferably outside the south wall of the patio, nearest ocean.) Please also assure that this generator is properly muffled so as to produce the least amount of noise pollution. Fire extinguishers are required next to the generator.

Heaters-Propane heaters are allowed on the patio. The propane tank must be placed on a piece of plywood and situated so as to minimize the possibility of tipping over.

Dance Floors-are not required for Patio dancing. However, if the permitted so desires, one may be brought in by the party rental company. Please follow the time constraint guidelines to assure that it is set up and removed within the designated time frame.

Bars-When breaking down the bar at the end of the event, it is important not to dump any ice, beverage or grey water in any of the planter areas.

Tents and canopies-Canopies are popular accoutrements for events. A practical size for these is 10 X 10. These are often set up over the caterer's area and occasionally over the buffet area, as well. All canopies must be self-standing and must comply with the State Fire Marshal's guidelines. All canopies must be constructed during the normal time frame of the event. Self standing umbrellas which serve to ward off the sun's rays and provide shade on warm summer days are also permitted. *The state will provide a limited quantity of such umbrellas.* The Party Rental Company must provide any additional ones.

Unfortunately, the San Clemente Cottage can not permit a large tent with walls for inclement weather. The area is too small for the Fire Marshal's approval. We will address inclement weather issues as they arise.

Party Rentals (p. 3)

Sharing rentals with another permittee- There are times when two permittees, on the same weekend, are using the same caterer and rental company. In such instances, please bear in mind that the state does not permit overnight storage of equipment *of any sort* on the grounds. Therefore, successive events on weekends need to be set up *individually* even though the same caterer or party rental company may be involved.

Liability-California State Parks assumes neither liability nor responsibility for any rental equipment or supplies incidental to the event. *It is the responsibility of the Permittee to ensure that compliance is agreed to and met by any catering or rental company that may be used.*

Tables, Chairs and Umbrellas-The State will provide a limited number of tables, chairs and sun umbrellas for the event. Please determine, at the time of the initial walk through with the State Reservationist, how many of each will be required for the event. In case any additional equipment (beyond that supplied by the state) is deemed necessary, the Permittee must provide it.

Caterers

The Caterer has one of the most important roles on the property. The caterer often becomes the site coordinator during the set up of the day's events. In general, the caterer is the last vendor to leave the property and is, therefore, the one who is responsible for the final cleanup inspection which is directed by the State Monitor. These "roles" among vendors are verified and agreed on during the final walk through with the State reservationist.

Parking-The caterer may park their van or working vehicle in the driveway to the garage, located on the north side of the cottage. Staff parking arrangements must be coordinated with the permittee. It is wise to have the caterer's staff carpool in and park in the designated Day Use area, in the immediate area in front of the cottage. Unless other arrangements have been made in advance by the permittee, all catering vehicles will pay the \$10.00 Day Use fee at the entry kiosk.

Arrival times are not flexible. As explained in the "Guidelines", the first commitment of the State is the role the Historic Cottage plays in the interpretive mission of the Orange Coast District. To this end, the cottage will occasionally host interpretive events and guided tours. Check with Ranger staff if any programs conflict with your setup. If staff arrives early, they must find legal parking. As mentioned, event times will be established on the final walk through with the State Reservationist. On weekdays, the property is available as early as 1pm.

Food service rules and regulations must be explained to all catering staff, cooks and bartenders. The State Monitor will insist on a 10 minute briefing of the rules and regulations prior to any food leaving the preparation area. Please adhere to the following guidelines:

1. If astro turf is utilized below the food service preparation tables on the tile patio, please remember that no tape is permitted. Tape leaves a sticky residue which becomes black. Instead, use boxes or other heavy items as anchors.
2. Please do not set any cooking tools, food or beverages on top of the adobe walls.
3. Dumping is not allowed on the property. All gray water to wash the dishes **MUST** be taken **OFF THE PROPERTY**. Caterers have found that large plastic totes come in handy. As all caterers must be aware, dumping of ice on lawns will "burn" them. Dumping of gray water or beverages in the planter areas brings ants and unpleasant odors.

Caterers (cont.)

4. **Trashcans** are to be provided by the Permittee. Some trash cans are located on the premises but these can be quickly overloaded. Do not place leaky garbage bags on the tiled patio. Waste bags can be stored in the dirt area adjacent to the north wall of the patio until the end of the event, when the caterer may discard all trash in the provided dumpster.
5. **Alcohol** is allowed to be served, not sold. The State of California alcoholic beverage laws are strictly enforced. We do not allow any staff members to drink on the grounds while employed. It is necessary for all vendors to remain sober so they can perform their jobs.
6. **Electrical Outlets** are located around the perimeter of the patio and in the Brides' Dressing Room, inside the garage. Caterers will need to provide their own extension cords, if required.
7. **Lights** (overhead) are provided by the state for clean up. "Mood lighting may necessary for a night time wedding/reception. Please remember to bring flashlights to be used for the final inspection.
8. **The Cottage Kitchen/ Food Preparation Facility**, located in the garage building, features modern fixtures and commodities. Virtually every convenience required for a professional food service operation is contained in this facility, including an industrial class garbage disposal unit. Also featured in this state-of-the-art facility are an oven, microwave, food warming bins and a commercial grade freezer/refrigerator. The twin stainless steel sinks may be used for some pot and pan clean up. Hot water is available. All other dishwashing and utensil clean up is left to the discretion of the caterer. If you bring in your own containers for this purpose, remember that the dumping of gray water is prohibited. All such waste water must be transported off site and disposed of elsewhere. Cleanliness is the rule of thumb in any kitchen and all hygienic practices normally observed in the food service industry must be rigidly adhered to. The event Monitor will periodically inspect the food preparation facility from set-up until break down. Please assure that you leave the kitchen in a clean, sanitary condition. To this end, the event Monitor will also oversee the clean up activity. The State is happy to provide this service in order to further the success of your event. Please leave the kitchen in a *cleaner* state than that in which you found it.

Please don't hesitate to ask the State Monitor about the Rules and Regulations. Your agreement to work together can only promise a terrific event!

INSURANCE

Insurance-Every Special Event within California State Parks requires that the Permittee acquire a liability insurance policy, applicable to the day of the event. Proof of this required insurance will be provided to the state in the form of the DPR 169a, Certificate of Insurance. This certificate must be executed by an insurance agent. Many agencies routinely issue their own form of this certificate as evidence of coverage. The DPR 169a ***is the only form which the state will recognize as evidence of required coverage.*** Please assure that you inform your insurance carrier of this requirement and see to it that they receive this form, a copy of which is contained in this packet. The policy will be in an amount no less than Combined Single Limit (CSL) of \$1,000,000.00 per occurrence. (See enclosed Insurance Requirement information sheet. Proof of said insurance must be provided to the state no later than **30 days** prior to the event.

CANCELLATIONS

-We understand that planned events may be cancelled for many different reasons. Following is our cancellation policy:

- ❖ The \$500.00 (\$150.00 weekdays) deposit is **non-refundable**.
- ❖ If you cancel within 20 days of your event date and you have sent in your final payment of facility fee, we will refund that payment. Please allow at least two weeks for that refund.
- ❖ We do not allow confirmed dates or deposits to be transferred to another person's name. Once *your* permit and deposit have been received, and you decide you must cancel, the only option is to do so and thus lose the \$500.00 (weekend) deposit or \$150.00 (weekday) deposit.
- ❖ For cancellations due to natural disasters or acts of God, (fire, floods, earthquakes), we will gladly reimburse your entire fee of \$2,300.00 (weekend events) or entire weekday fees. This reimbursement can take up to eight weeks to receive.
- ❖ We will not refund your money if you choose to cancel your event *due to rain*. (Please read: ***Tent Regulations.***)

Parking and Shuttle Vans

It is your responsibility as the Permittee to make parking arrangements for your guests and vendors with the State Parks Reservationist at the time of the initial walk through. You may opt to locate an off property lot where your guests may park and be shuttled in. Limited day use parking is available in the lot to the immediate front of the Cottage. During peak visitation season, this lot becomes less occupied, generally, around 3 PM. On weekdays, the lot is less utilized by day use visitors and some parking is available. As a rule, the earlier you and your guests arrive on weekdays, the greater likelihood of finding parking space. We encourage you to arrange for your guests to carpool in to the maximum extent possible.

In this package you will find a map to the San Clemente State Park. Directions from both directions are included. I hope this is helpful. Once your guests arrive at the entrance station, the attendant will be happy to explain directions to the outdoor patio facility at the Historic Cottage.

Handicapped- May pull up to the side entrance, near the garage or near the south patio wall. Then they **MUST** park in the day use lot, after discharging passengers. Some specially designated handicapped parking is available on this lot. All distinguishing placards identifying driver or occupant as handicapped must be appropriately displayed on vehicles parking in these spaces.

Off Site parking: The state currently has no special arrangements with neighboring businesses or government agencies to provide group parking. Some limited, metered parking is available on Calafia Street and at the beach parking lot at its terminus. These meters are administered and maintained by the City of San Clemente. Please read all parking restrictions on these meters.

Fees- A special event parking fee of \$300.00 per 50 cars (prepaid) has been established for your event. Please advise the reservationist of your preferred arrangements at the time of the initial walk through. Payment in advance for these fees may be in the form of a personal check and must be made no later than one week prior to your event.

If you choose to have your guest pay the day use parking ticket on the day of the event, a fee of \$10.00 per car will be collected at the gate. (A van with a capacity of 10 to 24 people will be a \$50.00 fee or a bus with a capacity of over 25 people will be \$100.00.)

Miscellaneous

Pets are not allowed

Lost and Found-All lost items should be reported to the State Monitor, on site. Please provide a brief description of the item, your name and phone number. Any items discovered to be missing *after you leave the grounds* should be reported to the San Clemente District Office at: (949) 492-2802. Any found items will be kept in the Ranger's Office at San Clemente State Park. Cottage Reservationist will advise the bride/groom of items left behind. To pick up any items, you need to call for an appointment. We cannot guarantee that a staff person will always be on scene.

Restricted items-We do not allow rice to be thrown after the wedding or reception. Creative alternatives may be birdseed, ladybugs or Monarch Butterflies. Please do not bring any item that contains confetti.

Insurance Requirements

The permittee will be required to provide a Certificate of Insurance, (DPR 169a) with specified endorsements as proof of liability insurance coverage. Special Event/Wedding Insurance can be obtained by dialing 1-800-ENGAGED. This company is familiar with our required coverage and also covers events where alcohol is being served. The State requires an insurance agent to execute the certificate.

Requirements:

The insurance certificate/policy will cover the period of the permit. Will be in an amount no less than Combined Single Limit (CSL) \$1,000,000.00 per occurrence and shall contain the following special endorsements and conditions:

- 1) State of California, its officers, agents, employees, and servants are included as additional insured but only as operations under this contract or permit are concerned.
- 2) The insurer will not cancel or reduce the insurer's coverage without thirty days prior written notice to State.
- 3) Property damage or fire damage payments made under this/these policies shall be used to repair or rebuild the insured premises, and if not so used, such payments shall be made to the State. The proceeds of any such insurance payable to the State shall, at the discretion of the State, be used for rebuilding or repairs necessary to restore the premises.
- 4) Upon request, insurer shall furnish State a certified copy of the policy within fifteen days.

Special events that include the use of alcohol will require Liquor liability insurance. If motor vehicles are operated on State Park property as part of the event, Automobile liability insurance is required.

Required Limits of Coverage

General Liability:

General Aggregate	\$2,000,000
Products	\$ 500,000
Personal Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 50,000
Medical	\$ 5,000

Automobile Liability

Bodily Injury (per person)	\$100,000
Bodily Injury (per accident)	\$300,000
Property Damage	\$100,000

Host Liquor Liability \$1,000,000

(If liquor is not served no liquor liability insurance is required)

Contract No. _____

CERTIFICATE OF INSURANCE

Date: _____

This is to certify that the following described insurance, and endorsements shown, are in force with named insurer for period and limits shown on behalf of following named contractor or permittee (assured):

Assured: _____ Address: _____ (ZIP CODE) _____

Type of Business: _____

Location Covered: _____

Insurer: _____ Address: _____ (ZIP CODE) _____

Policy Number: _____ Policy Dates: From: _____ To: _____

Required special endorsement to be added to policy (signature below is certification that the policy does contain this endorsement):

1. The insurer will not cancel or reduce the insured's coverage without 30 days prior written notice to State; and
2. The State of California, its officers, agents, employees, and servants are included as additional insured, but only with respect to work performed for the State of California under this contract.

Upon request, insurer shall furnish State a certified copy of the policy within fifteen days.

Type of Insurance

Limits*

Exposure Applicable to:

General Liability Insurance


Builders Risk/Installation Floater


Motor Vehicle Liability Insurance

* See instructions on back for minimum limits allowable.

This certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

Worker's Compensation Insurance as required in California State Labor Code of all California Employers is in force and carried with:

	
**WRITTEN SIGNATURE	DATE
AGENCY OR COMPANY NAME	
UNDER POLICY NO.	

	
**WRITTEN SIGNATURE	DATE
AGENCY OR COMPANY NAME	
STREET ADDRESS	
CITY AND STATE	(ZIP CODE)
PHONE NO.	

**** Certificate must be executed by insurance agent, or employee or insurer, authorized to certify existence of described insurance.**


Map of San Clemente, California, showing streets, landmarks, and trails. The map includes a compass rose in the top left corner. Major roads like Highway 5 and Highway 15 are marked. Numerous streets are labeled, including Camino de Estrella, Camino de los Mares, Avenida Pico, Calle del Cerro, and Avenida Vista Montana. Landmarks such as San Clemente State Park, San Luis Rey, and Santa Margarita are indicated. The map also shows various trails like the RSC Ridgeline Trail and the San Luis Rey Trail. A legend in the bottom left corner provides directions for reaching San Clemente from Los Angeles and Oceanside.

Legend:

- From Los Angeles:**
 - Exit Ave. Calafia
 - Top sign go straight
 - Speed down hill &
 - Left into San Clemente State Park
- From Oceanside:**
 - Exit Christianitos
 - Top turn left
 - Over freeway
 - Top sign turn right
 - Ave. del Presidente

I-5 exit Ave. Calafia
At stop sign go straight
Proceed down hill &
turn left into **San Clemente State Park**

I-5 exit Christianitos
At stop turn left
Go over freeway
At stop sign turn right
onto Ave. del Presidente
Go approximately 1 mile &
turn left onto Calafia
Proceed down hill &
turn left into San Clemente State Park

 = 2ft

